

## **CSDR Submit-Review Business Process Overview**

### **Lead Reviewers**

Each government Program Office must designate at least one representative as a “Lead Reviewer” for each contract with CSDR reporting requirements. This Lead Reviewer will be responsible for:

- Ensuring that the submission events present in the system are accurate, especially as of and due dates, and requesting date changes for schedule-driven events.
- Ensuring that any Program Office comments on data submissions are made in a timely manner

If desired, a Program Office may designate multiple Lead Reviewers.

### **Submitters**

Submitters from industry are attached to contracts by the DCARC.

Submitters should verify that they are attached to the correct contracts within the CSDR-SR system at least one week prior to the submission being due.

### **Other Reviewers/Community of Interest**

Community of Interest Reviewer(s) can exist for each contract, consisting of subject matter experts from various government organizations and those responsible for oversight of that contract/contractor. This community of interest will be attached to contracts with the Reviewer role. The DCARC office will have responsibility for managing the community of interest for each contract.

### **Validation Process**

Upon data submission, each Reviewer will receive an email notification that data has been submitted. All Reviewers, including the Program Office, DCARC and Community of interest, will have instant access to the data.

The Program Office and Community Interest will have 5 business days from submission to review and provide comments on the data prior to DCARC validation. The DCARC will then incorporate these comments into its validation of the submission which will be complete within 21 days of submission. In special circumstances, the Program Office and Community of Interest can request more time to review the submission.

Submissions will be accepted/rejected via DCARC validation memorandum distributed to the Program Office and contractor through email.